

APPLICATION FOR RECORDS RETENTION SCHEDULE

DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section. FOR RECORDS MANAGEMENT USE FOR AGENCY USE 1. Agency Address -Department of Education Application Number Application Date Office of Administrative Services 233 State Office Building Date Received Date Completed Application Number Atlanta, Georgia 1-29-8 1-21-81 **Working Title** Telephone Number 2. Person to Contact Mary Anne Bauer Principal Secretary 656-2438 3. Action Requested Merge 77-383 into 77-382 and void 77-383. a.

Establish Retention Schedule; record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. c. X Amend Application No. 77-382 Check One: X Change; Supercede; Void 5. Records Series Title (followed by title used in office; if different) 4. Dates of Series Earliest Latest Office of Administrative Services Subject Files 1961 To Date What is the function of the Division and the Office in which this record series is created? 6. Division and Office Function The Office of Adminstrative Services is responsible for providing supportive services to both the State Department of Education and local school systems through Fiscal Services, Facilities and Transportation, Regional Education Services, Public Information and Publications, Public Library Services and Local Systems Support, including School Food and Nutrition, USDA Food Distribution, Statistical Services and Textbooks. This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Documents relating to: directing and coordinating supportive services by the Associate State Superintendent of Administrative Services. Included are: Correspondence, memoranda, reports, proposals, pamphlets, legal documents, analyses, schedules and any other type of record pertaining to the function of the Office. Not included are local school system files. numerically by unit number: (1) Department of Education files, including State Board; (2) Office of Administrative Services files. alphabetically File is arranged: by subject: General Subject Files; chronologically by year: Revenue Bond files (1961-76 Only). How often are records referred to which are: 8. Monthly Reference Rate _____; Thirteen to twenty-four months old _____ __; Seven to twelve months old ___ One to six months old _____ twenty-five months and older ______ 9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) ____ AR-50-71; Rev. 76

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		dential information	requiring security handling? If yes, cite law or reg	ulation.
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OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

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RECORDS MANAGEMENT DIVISION INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form, Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR AGENCY USE FOR RECORDS MANAGEMENT USE 1. Agency Address Application Date Application Number Department of Education November 30, 1977 Office of Administrative Services Application Number Date Completed 233 State Office Building Date Received MAL 9 1978 Atlanta, Georgia 30334 DEC 1 1977 2. Person to Contact **Working Title** Telephone Number Mary Calhoun Administrative Secretary 656-2438 3. Action Requested a. Stapush Retention Schedule: record will continue to accumulate. b.

Dispose of present accumulation; no further accumulation anticipated. c.

Amend Application No. _____ Check One:
Change;
Supercede;
Void 4. Dates of Series 5. Records Series Title (followed by title used in office; if different) Earliest Latest OFFICE OF ADMINISTRATIVE SERVICES SUBJECT FILES To Date 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Office of Administrative Services directs and coordinates supportive services to both local school systems and the State Department of Education through a variety of activities including, but not limited to, planning and evaluation, school food services, school plant services, school transportation services, liaison with local school systems, accounting services, grants management, financial review, EDP systems and procedures services, surplus property services, publications and information services, and general services. This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Documents relating to: directing and coordinating supportive services to the Department of Education. Office of Askin ist whive Somehous, except lough school system and our monoch se filtes. included are: reports, forms, pamphlets, legal documents, analyses, schedules, proposals, and any other type record relating to Department of Education. Not included are local school system and correspondence files. File is divided into four sections: Revenue Bond Files, arranged chronologically Civic and Professional Files, arranged alphabetically. General Subject Files, arranged alphabetically. State Board of Education Files, arranged chronologically. 8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____1 twenty-five months and older_____ 9. Annual Rate of Accumulation of Records Letter-size drawers ____; Legal-size drawers ____; Shelves ____; Other (specify) 2 linear ft. pub-

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